

RECORDING A SELF-RECORDABLE ITEM IN SATERN

How to record a P/PM Self-recordable item in SATERN

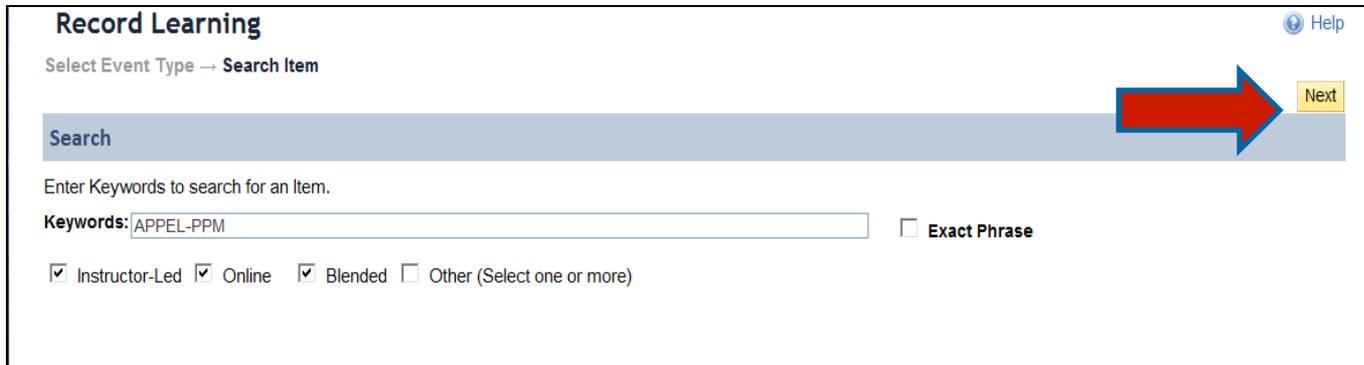
RECORDING A SELF –RECORDABLE ITEM IN SATERN

- In the Learner side of SATERN
 - Click on the Record Learning in the Easy Links menu

The screenshot displays the SATERN learner interface. At the top left, the user's name 'JENNIFER L SIZEMORE' and title 'HR DEVELOPMENT & RECOGNITION OFC' are shown. A notification box on the top right states 'You have pending approval requests' with a warning icon. The main content area is divided into several sections: 'Learning Plan' on the left, 'Catalog' with a search bar at the top right, and 'Easy Links' on the right. The 'Easy Links' menu includes 'Record Learning', 'Reports', 'SATERN Guides & Aids', 'Talent Profile', 'Advanced Search', 'Approvals', 'Books 24x7', 'Calendar of Scheduled Offerings', and 'Options and Settings'. A large red arrow points to the 'Record Learning' link. Below the 'Easy Links' menu are sections for 'Curricula' (stating 'All required Curricula are complete.') and 'Learning History' (stating 'No completions in the last...').

RECORDING A SELF –RECORDABLE ITEM IN SATERN

- In the *Keyword Field*, type **APPEL-PPM** or copy and paste the title of the item you wish to record from P/PM Catalog.
- Click “Next.” (After each screen you will click “Next.”)



Record Learning [Help](#)

Select Event Type → Search Item

Search

Enter Keywords to search for an Item.

Keywords: Exact Phrase

Instructor-Led Online Blended Other (Select one or more)

RECORDING A SELF –RECORDABLE ITEM IN SATERN

- Click the “Select” Circle of the item you wish to record.
- Click “Next.”

Record Learning [Help](#)

Select Event Type → Search Item → Select Item

Keywords: APPEL-PPM
Exact Phrase: No

 **Next**

Select		
Title	Revision Date	Select
APPEL-PPM-CENTER FORUM	6/9/2010	<input checked="" type="radio"/>
APPEL-PPM-CHAIRING A NASA BOARD OR TEAM	7/28/2009	<input type="radio"/>
APPEL-PPM-CHAIRING OR SERVICE AS OFFICER ON EXTERNAL BOARD	7/28/2009	<input type="radio"/>
APPEL-PPM-COACHING AND MENTORING	12/5/2011	<input type="radio"/>
APPEL-PPM-EXTERNAL PROGRAM/PROJECT MANAGEMENT TRAINING/DEVELOPMENT	9/6/2012	<input type="radio"/>
APPEL-PPM-INSTRUCTION OR MODERATION OF COURSE OR SEMINAR	7/28/2009	<input type="radio"/>
APPEL-PPM-OBSERVATION OF A REVIEW	7/28/2009	<input type="radio"/>
APPEL-PPM-ON THE JOB LEARNING OR ROTATIONAL ASSIGNMENT	7/28/2009	<input type="radio"/>
APPEL-PPM-OPM-EXECUTIVE TRAINING AND DEVELOPMENT: LEADING CHANGE	6/3/2011	<input type="radio"/>
APPEL-PPM-PROFESSIONAL EXAM, LICENSE OR CERTIFICATION	7/28/2009	<input type="radio"/>

Records per Page 10 Page: 1 2 «Previous **Next»** (12 total records)

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- Under “Completion Status” select Completed for Credit.
- Fill out required fields (noted with **red asterisk ***) and all fields that you have information for. **If you do not have the information for a non-required field, leave it blank.**

Record Learning

Select Event Type - Search Item - Select Item - Enter Learning Event Information

APPEL-PPM-CHAIRING A NASA BOARD OR TEAM

MEETING APPEL-PPM-CHAIR-NASABRD-TM

Revision: 7/28/2009 02:13 PM EST

Item Description: Includes chairing or leading a Critical NASA Activity Board (e.g. PPMB), Agency, Mission Directorate, or Center Program Management Council, Technical Review Board Member, Standing Review Board, Failure Review Board, Source Evaluation Board, Center/Agency Team to define policy or improve processes (e.g. development of strategic planning, governance, policy or process documents) or other special purpose team or committee.

This Item is SELF-RECORDABLE for the purposes of continuous learning activities relating to P/PM Recertification. Upon self-recording, PLEASE ENTER 2 CPEs for every hour of activity in the CPE field. The maximum CPEs you may earn for 1 year for this activity is 60.

Previous Next

Enter Learning Event Information

* - Required Fields

Instructor:	<input type="text"/>	Select
Grade:	<input type="text"/>	
* Completion Status:	<input type="text"/>	
* Completion Date:	<input type="text"/>	
(MM/DD/YYYY)	MEETING_COMP (Completed) - For Credit	
	MEETING_INCOMP (incomplete) - Not For Credit	
	MEETING_SUBSTITUTE (Substitute) - For Credit	
* Completion Time:	<input type="text"/>	
(hh:mm AM/PM)		
* Time Zone:	<input type="text"/>	
EST (Eastern Standard Time)		
Total Hours:	<input type="text"/>	
(1000)		
Credit Hours:	<input type="text"/>	
(1000)		
Contact Hours:	<input type="text"/>	
(1000)		
CPE:	<input type="text" value="2.00"/>	
(1000)		

RECORDING A SELF –RECORDABLE ITEM IN SATERN

- Be sure to follow the instructions for recording CPE hours. These guidelines can be found in the item’s description and at the top of the page that prompts you to record CPEs. **If you do not have the information for a non-required field, leave it blank.**

Item Description: Includes chairing or leading a Critical NASA Activity Board (e.g. PPMB), Agency, Mission Directorate, or Center Program Management Council, Technical Review Board Member, Standing Rev Center/Agency Team to define policy or improve processes (e.g. development of strategic planning, governance, policy or process documents) or other special purpose team or committee.

This Item is SELF-RECORDABLE for the purposes of continuous learning activities relating to P/PM Recertification. **PLEASE ENTER 2 CPEs for every hour of activity in the CPE field.** The

Enter Learning Event Information

* Required Fields

Instructor:	<input type="text"/>	Select
Grade:	<input type="text"/>	
* Completion Status:	MEETING_COMP (Completed) - For Credit	▼
* Completion Date:	5/17/2010	PM
(MM/DD/YYYY)		
* Completion Time:	11:16 AM	
(hh:mm AM/PM)		
* Time Zone:	EST (Eastern Standard Time)	▼
Total Hours:	<input type="text"/>	
(1000)		
Credit Hours:	<input type="text"/>	
(1000)		
Contact Hours:	<input type="text"/>	
(1000)		
CPE:	2.00	
(1000)		

RECORDING A SELF –RECORDABLE ITEM IN SATERN

- If you have cost information, new external NASA course information (Title, Desc, Competency) or an explanation to be entered in the comments field enter it. If not, click “Next.”

Record Learning

Select Event Type → Search Item → Select Item → Enter Learning Event Information → **Edit Learner Event Information**

[Help](#)

Edit Learner Event Information  [Next](#)

Learner: SIZEMORE, JENNIFER L

Comments:

Edit Learner Costs

Cost Currency:

Cost Name	Amount (1000)
Per_Diem	<input type="text"/>
Per_Participant_Cost	<input type="text"/>
Travel	<input type="text"/>
Books_Material_Cost	<input type="text"/>

RECORDING A SELF –RECORDABLE ITEM IN SATERN

- When you get to the Summary Page, review all the information that you entered for accuracy. Then Click “Finish”

Record Learning

[Help](#)

Select Event Type → Search Item → Select Item → Enter Learning Event Information → Edit Learner Event Information — **Record Learning**

APPEL-PPM-CENTER FORUM

MEETING APPEL-PPM-CENTER-FORUM

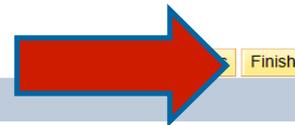
Revision: 6/9/2010 04:06 PM America/New York

Item Description: Includes Center knowledge-sharing sessions such as lunch and learns, forums, etc.

This Item is SELF-RECORDABLE for the purposes of continuous learning activities relating to P/PM Recertification. Upon self-recording, PLEASE ENTER 1 CPE for every hour of activity in the CPE field. The maximum CPEs you may earn for 1 year for this activity is 24.

To RECORD an item:

1. Place Mouse over the Learning tab on the top bar of the screen. A drop down menu appears. Click on Record Learning.
2. Type the name of the item (or copy and paste from the Catalog) in the search field and click the Next button at the top right.
3. Once you see the Item that you want to record, click the circle for that item under the Select column (far right) and click the Next button at the top right.
4. Read the Item Description at the top of the page to determine how many CPEs you have earned for this item, then enter your learning event information below and click the Next button at the top right.
5. Fill out all fields on each screen as completely as you can and click the Next button at the top right.
6. Review your information on the last screen and then click the Finish button at the top right.



Record Learning

Instructor:

Completion Date: 11/1/2012 03:48 PM America/New York

Total Hours:

Credit Hours:

Contact Hours:

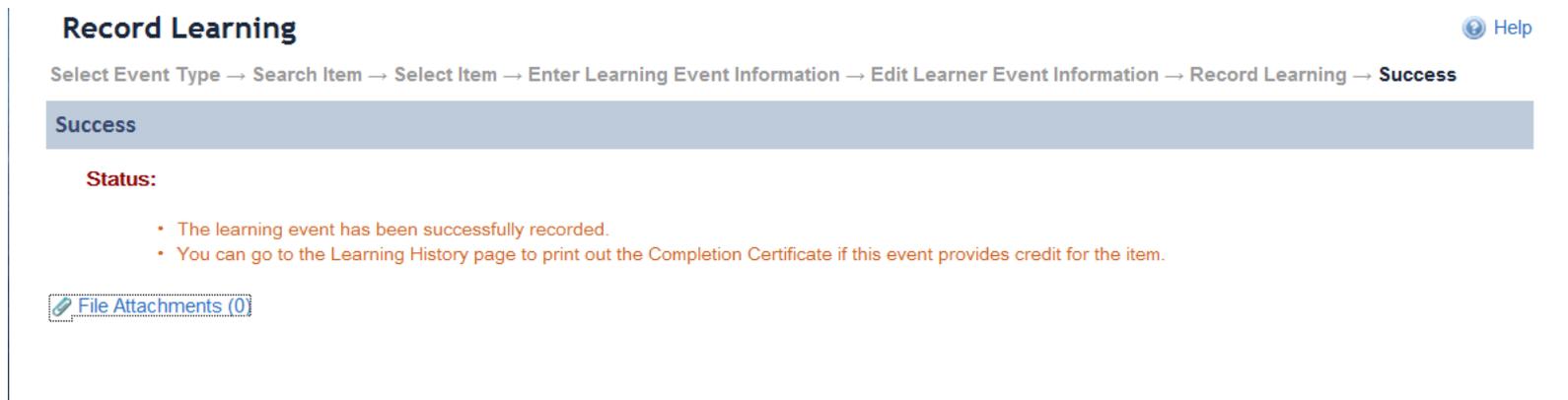
CPE: 1.00

Record Learning

Learner	Grade	Status	Comments	Cost Name	Amount (1000)
SIZEMORE, JENNIFER L		MEETING_COMP			
Total:					0.00 US Dollar (USD)

RECORDING A SELF –RECORDABLE ITEM IN SATERN

- When you get to the Success page, you will know that you have recorded the item and you can view it in your Learning History.



The screenshot shows the 'Record Learning' page in SATERN. At the top, there is a breadcrumb trail: 'Select Event Type → Search Item → Select Item → Enter Learning Event Information → Edit Learner Event Information → Record Learning → Success'. A 'Help' icon is located in the top right corner. Below the breadcrumb, a blue bar contains the word 'Success'. Underneath, the word 'Status:' is followed by two bullet points: '• The learning event has been successfully recorded.' and '• You can go to the Learning History page to print out the Completion Certificate if this event provides credit for the item.' At the bottom left, there is a button labeled 'File Attachments (0)' with a plus icon.